

**Wolfeboro Public Library
Board of Trustees
July 8, 2019 Meeting
Minutes**

Present: Trustees: Mike Babylon, Sandy Hurd, Doug Smith, Candy Thayer, Linda Wilberton; Alternate Trustee: Deborah Long Smith; Library Director: Cindy Scott

The meeting was called to order at 5:41 PM.

Linda asked if there were any changes or corrections to the **minutes of the June 10, 2019** meeting. On page 1 under Librarian's Report, **complements** should be replaced with **compliments**. Though both spellings are correct; in the context of this paragraph, compliments should have been used. On page 3 under Tuftonboro Library Card Offer, the paragraph should begin with **Ossipee has** offered free library etc... Lastly, on page 3 under Alternate Trustee Ad, the sentence should read - An ad **for alternate trustee positions** will go in the newspaper in two weeks as the **positions expire** at the end of every July. Hearing no other corrections, Doug made a motion to accept the minutes as amended. Candy seconded the motion, and it passed unanimously.

Treasurer's Report:

- Mike indicated that he is waiting for a response from the town after requesting the third quarterly reimbursement.
- Cindy mentioned that under the operating budget versus actual budget, #320 – Legal, that the \$4,500.00 has not been spent yet, though there may be additional costs for legal fees for bonding. Otherwise, everything is on target.

Librarian's Report:

- A Policies committee has been added comprised of Library Director Cindy and Trustee members Doug, Candy and Linda.
- Cindy will conduct a Power Point presentation to the Board of Selectmen on July 24, 2019 sometime after 6:30 pm.
- Cindy spoke on June 30, 2019, on behalf of the Lakes Region Genealogy Group, at the Church of Jesus Christ of the Latter-Day Saints, about the groups' existing programs and what is going to be done on genealogy in the new library.
- Troy Neff is the new Town Finance Director.
- The Capitol Improvement Project (CIP) involves Budget Guidelines, in general, and the need to analyze the budget and present budget goals and objectives.

Public Input: None; there were no members of the public present.

Old Business

- **Alternate Trustee Positions:** Linda Matchett and Deborah Long Smith have applied for the Alternate Trustee positions. Candy made a motion to accept these two applicants to the Board of Selectmen for Alternate Trustees for next year (effective August 1, 2019) for one year. Doug seconded the motion, and it passed unanimously.

Committee Reports:

- **HR:** Doug said the committee is continuing to work on salaries for positions and gathering feedback from other libraries. The next meeting is July 25, 2019.
- **Finance:** No updates at this time.
- **Policy/Procedures:** Doug indicated the committee will be addressing usage of the new four meeting rooms and reviewing and making changes on policies and procedures over the next 12 months.
- **Other:** None

Building Project – Updates:

- Cindy is meeting with Milestone Engineering and Construction on July 11 and 18, 2019.
- Directional drilling in front of the library on South Main Street took place on July 8, 2019.
- Insulation is almost complete.
- Cindy met with the Fire Department to locate three emergency exits while under construction.
- All conduits are in.
- David Baker (IT Coordinator) and the Police Department will be meeting to look at the security system and how it works in other town buildings.
- Concrete is in place; sealing will occur the week of July 15, 2019.
- There is no HVAC system.

- **Budget and Funding:** Budget is still on target. Analyzing the furniture budget, pricing built-ins, and beginning to work on bid projects.

- **Other:** None

Energy Initiatives: Doug indicated things are moving forward on pushing for a new cap on net metering.

Library Foundation: Candy mentioned that the Publicity Committee needs to meet. Joyce Davis will obtain samples of chairs for the new library. Cindy has submitted grants

for insulation and window upgrades. All paperwork for bonding will need to be completed by mid-October of this year.

Friends of the Library: Present checks/balances are approximately \$20,700 plus \$2,800 from the Book & Author Luncheon. There is discussion on whether the Friends' newsletter, which is published three times a year, should continue to be a hardcopy or sent via email. The library could use volunteers in August to move books etc. Linda will be sending the Friends more detailed information.

Other Old Business: None

NEW BUSINESS

2020 Operating Budget: A Budget Committee consisting of Doug, Candy and Deborah will assist Cindy in updating the budget by obtaining updated current rates for certain line items as the budget is due to the Town the beginning of September.

2020 CIP: Three option for solar are presently under discussion.

Seat Belt Policy: Sandy made a motion to adopt the Town's Seat Belt Policy. Doug seconded the motion, and it passed unanimously.

No Smoking Policy: Doug made a motion to adopt the Town's No Smoking Policy. Linda seconded the motion, and it passed unanimously.

Other New Business: None

Having no other business, Doug made a motion to adjourn. Linda seconded the motion and it carried unanimously.

The meeting adjourned at 6:58 PM.

Respectfully submitted,
Sandra Hurd

Upcoming Meetings/Events:

Procedures/Policies Committee – July 16, 2019 @ 11:00 am

HR Meeting – July 25, 2019 @ 2:00 pm

Regular Trustees Meeting August 12, 2019 @ 5:30 pm